

Probate Register/Court Administrator

Newaygo County Probate Court is accepting applications for the full time position of Probate Register/Court Administrator. Applications can be found at www.countyofnewaygo.com.

DESCRIPTION:

This position is under the direction of the Probate Court Judge and includes responsibility for the performance of non-judicial acts required of the estate/mental division of the Probate Court; plans, develops and implements policies to improve court services and maintain compliance with statute and court rules; responsible for administrative functions of the court, including fiscal and personnel management; supervises and participates in the intake, review, processing and filing of legal documents pertaining to estates, commitments, guardianships and other probate matters.

QUALIFICATIONS:

Bachelors in Business Administration or related field.

Three (3) years experience in a Probate Court, legal office, or closely related setting performing functions which would provide a familiarity with court operations.

Strong communication skills (written and verbal).

Certification as an Electronic Court Recorder by the State of Michigan must be obtained.

Attendance at out of town conferences required.

Testing may be required.

SALARY: Commensurate with experience
Minimum \$38,320

APPLICATION DEADLINE: 3-19-08